The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 National Training and Technical Assistance Center for Truancy Prevention and Intervention. This program furthers DOJ's mission by developing and providing a range of training, technical assistance, and resources to state, tribal, community, and private organizations that focus on school truancy and related issues, such as school engagement and dropping out of school.

OJJDP FY 2011 National Training and Technical Assistance Center for Truancy Prevention and Intervention

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). (See "Eligibility," page 3.)

Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 10.) All applications are due by 11:59 p.m., Eastern Time, on July 11, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center at 1-877-927-5657 or via email to JIC@telesishq.com.The Center is open Monday through Friday, 8:30 a.m. to 5:00 p.m., Eastern Time. On the solicitation close date, the Center will be open 8:30 a.m. to 8:00 p.m., Eastern Time.

Grants.gov number assigned to this announcement: OJJDP-2011-3049.

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Contents

OJJDP FY 2011 National Training and Technical Assistance Center for Truancy Prevention and Intervention (CFDA # 16.540)

Overview

OJJDP seeks to establish a national training and technical assistance center that will advance the understanding and application of promising and evidence-based truancy prevention and intervention strategies and programs. The center will accomplish its mission through a broad range of activities, including training and technical assistance; information dissemination; collaboration with researchers and program developers; partnership with federal, state, and local agencies; policy development; and other leadership functions. The center will also assist OJJDP and the Office for Safe and Drug Free Schools (U.S. Department of Education) in establishing a new truancy prevention/intervention demonstration program, planned for launch in FY 2012. This solicitation is authorized by Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), 42 U.S.C. §§ 5631-5633.

Deadlines: Registration and Application

Registration with Grants.gov is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on July 11, 2011. See "How To Apply," page 10, for details.

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

Program-Specific Information

Background

From 1999 through 2005, OJJDP, the Executive Office for Weed and Seed, and the Office for Safe and Drug Free Schools (U.S. Department of Education) funded a small demonstration program and process evaluation of seven truancy prevention programs throughout the country. Each site utilized a different intervention to prevent truancy and promote school engagement. That study identified a number of promising approaches to preventing truancy, including engaging participation of the courts, law enforcement, and schools; ensuring that parents and schools intervene early; adopting in-school suspension programs; involving parents and

OJJDP FY 2011 National T&TA Center for Truancy Prevention and Intervention
OJJDP-2011-3049

students in prevention programming; eliminating school exclusionary disciplinary policies (suspension and expulsion), re-engaging youth who are suspended or expelled, and assessing school funding based on average daily attendance (rather than a single day's attendance rate). That effort, along with many other local activities, enhanced our understanding of how to appropriately prevent and reduce truancy.

Purpose

The purpose of this initiative is to take the lessons learned from OJJDP's earlier demonstration program and evaluation, combined with information gained from more recent research and evaluations, to design and implement a new training and technical assistance effort to support states, tribes, and communities in preventing and reducing truancy and dropping out of school among youth of all ages.

Goals, Objectives, and Deliverables

The overall goal of this initiative is to improve local community and school truancy prevention and intervention efforts. OJJDP will expect the awardee, as the national training and technical assistance provider for this initiative, to undertake a range of activities. Primary objectives include:

- designing and implementing an online national training and technical assistance center for truancy and dropout prevention and intervention, to include an array of tools and resources for national, state, tribal, and local communities;

- coordinating with OJJDP and its training and technical assistance providers to maximize resources and provide direct technical assistance for state, tribal, and local communities, as needed;

- assisting the Office of Justice Programs and its federal partners in preparations to implement a new truancy prevention demonstration initiative in 2012.

More detail about each of these objectives is below.

Objective 1. Design and implement an online national training and technical assistance center for truancy and dropout prevention and intervention. OJJDP will expect the successful applicant to develop and disseminate information, using various means, to advance understanding of the causes and correlates of truancy; provide guidance on how programs can improve their response to the needs of truant youth and their families; and improve policies and practices that may contribute to truant behavior. This includes:

- designing, developing, and maintaining online resources and training and technical assistance tools that use diverse delivery formats, including a project Web site, Web-based training, live chats, webinars, question and answer chat rooms, listservs, online bulletins, links to truancy programming, and other types of social media tools;

- conducting webinars, conference calls, and other strategies to reach practitioners, law enforcement, and educators;

OJJDP FY 2011 National T&TA Center for Truancy Prevention and Intervention
OJJDP-2011-3049

- identifying information, resources, practices, policies, laws, and regulations that inadequately support the needs of at-risk and truant youth, and preparing recommendations that address these gaps (includes helping localities and schools identify current policies and practices that may contribute to truancy and related issues—i.e., zero tolerance disciplinary policies, high stakes testing, etc.);

- promoting a culture of information sharing and collaboration among national, state, tribal, and local programs and organizations that focuses on truancy and dropout prevention, school engagement, school climate, school disciplinary policies, and academic achievement (as it pertains to matriculation, graduation, and the promotion of post-secondary education).

The activities outlined above should incorporate information acquired from research on the needs of truant youth and their families and from evidence-based programming and practice. They should address the multiple levels of the system (schools, law enforcement, courts, probation, detention, corrections, and aftercare). Activities and materials should be gender-sensitive and culturally relevant.

Objective 2. Coordinate with other OJJDP training and technical assistance providers. When appropriate, OJJDP will expect the successful applicant to collaborate with other OJJDP training and technical assistance providers to coordinate efforts to provide technical assistance services to states, tribes, communities, and service providers. This coordination will maximize resources across OJJDP and better serve the field. A primary example is coordinating with OJJDP's National Training and Technical Assistance Center (NTTAC) to implement a standard process to receive, assess, and monitor truancy-related training and technical assistance requests. In addition, coordination may be needed to assist localities with needs assessments and implementing data-driven strategies; practitioners with evaluability assessments, evaluation planning, finding local research partners, and other evaluation activities; and practitioners in developing and employing technology to collect, manage, and utilize evaluation data.

Objective 3. Assist the Office of Justice Programs and its federal partners in implementing a new truancy prevention demonstration initiative in 2012. The Office of Justice Programs and the Office of Safe and Drug Free Schools intend to implement a new demonstration field experiment to test the efficacy of truancy prevention program models. This effort is scheduled to begin in FY 2012. OJP will expect the awardee for this initiative to assist in planning for this effort, including:
- assessing possible intervention models for truancy prevention;

- assisting in the design and development of the demonstration field experiment to test selected model(s) in coordination with the Office of Justice Programs-selected evaluator;

- entering into a consultancy agreement with expert(s) on the selected intervention model to assist sites with implementation;

- assisting the demonstration sites with initial evaluation activities, including development of baseline measures and data collection plans;

- providing sites with ongoing technical assistance related to implementation issues;

- collaborating with the Office of Justice Programs-selected evaluator to provide ongoing assessment of and assistance to sites on their fidelity to the intervention model.

The successful applicant for this award will also serve as the technical assistance and training provider for the selected demonstration sites, following their award in 2012.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of Awards

OJJDP will make one cooperative agreement through this solicitation for a 5-year project period. The initial award will be for the first year and will be for as much as $400,000. Based on performance and availability of funds, OJJDP will make awards for subsequent years (two through five) of as much as $500,000 for each year. The total amount over the 5-year period will be up to $2.4 million.
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All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the provision of project services.

- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantees Provide
Program goals will depend on the specific program funded. Most programs can be classified under the following category:	Performance measures will depend on the specific program goals and objectives. Examples follow:	During the reporting period:
Systems Improvement Program Examples of goals may include enhancing organizational capacity and improving program quality and system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category.	Number of training requests received. Number of technical assistance requests received. Number of program materials developed. Number of planning or training events held. Number of participants who successfully complete the training.	Number of training requests received. Number of technical assistance requests received. Number of program materials developed. Number of planning or training events held. Number of participants who successfully complete the training Number of organizations that receive training and technical assistance**.**
	Percentage of participants exhibiting increased knowledge of the program area.	Number of participants reporting Number of participants exhibiting

		increased knowledge of the program area (determined by pre- and post-testing).
	Number of program policies changed, improved, or rescinded.	Number of program policies changed, improved, or rescinded.
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations reporting Number of organizations reporting improvements in operations based on training and technical assistance. Number of training and technical assistance recipients
	Percent of training and technical assistance recipients implementing an evidence based program or practice.	Number of training and technical assistance recipients implementing an evidence based program or practice.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include," page 11, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review "Confidentiality" section on that Web page.

For more information about OJJDP performance measures, see
www.ojjdp.ncjrs.gov/grantees/pm/index.html.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration**.** OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dnb.com.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants

must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password**. Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.

5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled *"Juvenile Justice and Delinquency Prevention Allocation to States,"* and the funding opportunity number is OJJDP-2011-3049.

6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the *a*pplication or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a program narrative, budget detail worksheet, or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section

should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the program will address. Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the nation. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. Applicants are expected to review the research literature for relevant studies.

Project Abstract. Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.
Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and

adopt a project design that will facilitate the gathering of data on the required performance measures.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

Timeline. Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.

- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel

13

should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe <u>every</u> category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how <u>all</u> costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected

OJJDP FY 2011 National T&TA Center for Truancy Prevention and Intervention
OJJDP-2011-3049

for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see "Logic Model," page 13)

- timeline or milestone chart (see "Timeline," page 13)

- résumés of all key personnel

- job descriptions outlining roles and responsibilities for all key positions

- letters of support/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 13)

- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service

- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).

- Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).

- Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

15

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (15 points)

2. Performance Measures Requirements (5 points)

3. Program Design and Implementation (35 points)

4. Capabilities and Competencies (35 points)

5. Budget (10 points)

See "What an Application Is Expected To Include," page 11, for descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding will make all final award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active CCR Registration

Appendix: Application Checklist

OJJDP FY 2011 National Training and Technical Assistance Center for Truancy Prevention and Intervention

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____The federal amount requested is within the allowable limit of $400,000.

What an Application Should Include:

_____Application for Federal Assistance (SF-424) (see page 12)

_____Program Narrative (see page 12)
  _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  _____Statement of the Problem
  _____Performance Measures Requirements
  _____Program Design and Implementation
  _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 14)
_____Indirect Cost Rate Agreement (if applicable) (see page 15)
_____Tribal Authorizing Resolution, (if applicable) *(see page 15)*
_____Other Attachments (see page 15)
  _____logic model (see page
  _____timeline or milestone chart
  _____résumés of all key personnel
  _____job descriptions for all key positions.
  _____letters of support/MOUs from partner organizations
  _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable.
  _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable.

_____ Other Standard Forms, Certifications and Other Components (see page 16), including:
  _____DUNS number
  _____CCR registration
  _____Certifications
  _____Disclosure of lobbying activities (if applicable)
  _____Accounting System and Financial Capability Questionnaire (if applicable)